To support our mission and our core values, ACICS has created the following Code of Ethics that is reflected in various working documents used throughout the agency.

**Honesty**
We are committed to being truthful and to adhering to facts. Our decisions are supported by data and evidence that maintain the highest standards of ethical conduct.

**Fairness**
We are committed to applying rules, regulations, and expectations fairly across our entire operation (school to school, team to team, employee to employee). We recognize that fairness is critical to building trust, cooperation, and effective collaboration.

**Confidentiality**
We are committed to safeguarding the confidentiality of institutional information as permitted by the Accreditation Criteria and federal and state laws and regulations. To protect the integrity of the accreditation process, we will ensure that written policies and procedures preventing unauthorized disclosures are actively implemented.

**Impartiality**
We are committed first and foremost to fulfilling our official responsibilities as trusted members in the accreditation process. Conflicts of interest (personal or business) must be disclosed to ensure that all decisions and/or processes are fair and not unduly influenced by outside interests.

**Compliance**
We are committed to conducting our operations in full compliance with applicable USDE rules and regulations. We assume responsibility for understanding the legal and regulatory requirements that apply to our activities and work with the USDE and state governments to comply with relevant laws, policies, procedures, and mandates.

**Integrity**
We are committed to firmly adhering to our ethical principles and values by being open and honest, regardless of circumstances or consequences. We do what is right because it is the right thing to do.
Professional Conduct

As an ACICS staff member,

1. I will conscientiously uphold the integrity of the accreditation process.

2. I will avoid impropriety and any appearance of impropriety while conducting all activities.

3. I will perform all specified duties impartially and diligently.

4. I will preserve the confidentiality of the institutional information to which I am privy. This includes sharing information with an outside consulting agency.

5. I will subscribe to the ACICS Policy on Discrimination and Harassment during all interactions with the ACICS staff, other members of evaluation teams, or any person affiliated with an institution being evaluated.

6. I will refrain from any business activity inappropriate, in fact or appearance, relative to accreditation responsibilities, to include soliciting consulting work or accepting fees from an ACICS-accredited institution or affiliated third party.
Conflict of Interest Statement

Outside Interest

To safeguard ACICS activities and assets, its employees should not have interests in outside businesses that conflict, in appearance or in fact, with their ability to act and make independent decisions in the best interest of ACICS.

An employee is considered to have an interest in an outside business if he/she or any immediate family member 1) holds any ownership in the business or its property; 2) furnishes goods or services to the business; or 3) is a creditor, employee, agent, officer, vice president, or consultant of the business. Outside businesses include any person, firm, corporation, or government agency that sells or provides a service to, purchases from, or competes with ACICS.

At the time of hire, and thereafter as requested, all employees must complete an agreement concerning ethical conduct and conflict of interest. ACICS conducts periodic checks to determine whether changes have occurred; however, all employees are expected to exercise discretion in evaluating a particular activity so as to avoid any actual or apparent conflict of interest. If in doubt, the employee should speak with his/her supervisor and/or the President and CEO.

Excluded are investments in the securities of a bank, public utilities, and transportation companies subject to regulations by government authority or a mutual fund or investment company registered under the Investment Company Act. Also excluded are securities listed on a national securities exchange or customarily bought and sold at least once a week in the over-the-counter market or in which the employee and/or his or her family have less than $10,000 invested, at cost or market value, or hold less than one percent of such outstanding securities.

Ethical Standards

ACICS expects its employees to observe the highest standards of business ethics.

No employee should take any action on behalf of ACICS that he/she knows, or reasonably should know, violates any applicable law or regulation. This includes such activities as bribery, kickbacks, falsehoods, and misrepresentation.

ACICS employees are prohibited from accepting gifts, gratuities, or entertainment from individuals and firms with whom ACICS does business or giving gifts to such individuals or firms. Excluded from this prohibition is the exchange of normal business courtesies, such as luncheons or dinners, when they are reciprocated or are proper and consistent with regular business practice. Also excluded are advertising or promotional materials and holiday or other gifts of nominal value (less than $5.00).

Failure to comply with these provisions may result in discipline, up to and including termination of employment.
1. Do you or any member of your immediate family hold any interest in an outside business in such terms as defined above?

☐ Yes  ☐ No

If YES, please explain:

Is a plan in place for the management or elimination of potential conflict of interest?

☐ Yes  ☐ No

2. Do you have any other relationships that might reasonably be regarded as creating a possible conflict of interest?

☐ Yes  ☐ No

If YES, please describe:

Is a plan in place for the management or elimination of potential conflict of interest?

☐ Yes  ☐ No

3. Have you accepted anything of value, other than what is excluded from this policy, from anyone who does business with ACICS, including independent contractors/evaluators?

☐ Yes  ☐ No

If YES, please describe:

Is a plan in place for the management or elimination of potential conflict of interest?

☐ Yes  ☐ No

I affirm that I have read and clearly understand the company policy on Conflict of Interest and that the above information is true and complete to the best of my knowledge. I agree to comply with company policy on Conflict of Interest and assume responsibility for updating this disclosure, as necessary.

__________________________________________  ______________________________
Full Name  Signature and Date
Policy on Discrimination and Harassment

1. ACICS does not condone sexual harassment. This includes the promise or threat, explicit or implicit, that an employee’s job status will be affected favorably or unfavorably unless the employee agrees to demands of a sexual nature; unwelcome physical contact or verbal comments; or other activities that create a hostile environment in the workplace. Employees who believe that they have been subjected to sexual harassment should report the incident according to the procedures outlined below. No retaliatory action will be taken against any employee who files a complaint.

2. ACICS is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes, pictures, or comments that are based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic or that are obscene will not be tolerated. Sexual harassment, whether overt or subtle, is a form of misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

3. Employees who believe they have been subjected to sexual or other harassment should report the matter to their supervisor promptly. If the supervisor is unavailable, or if the employee finds it inappropriate to report the matter to the supervisor, the employee should contact the ACICS President immediately. Employees can raise concerns and make reports without fear of reprisal.

4. Any employee who becomes aware of possible sexual or other harassment of another employee should promptly advise the ACICS President, who will investigate the matter in a timely and confidential manner.

5. The investigation will include interviews with persons the complainant identifies as having direct knowledge of the harassment, as well as with the alleged harasser. At the investigation’s conclusion, the President will prepare a written determination regarding the allegations. Copies will be provided to the complainant and the alleged harasser. Either party may appeal the decision, the disciplinary action, or both to the President, who will have the final authority.

6. Any person found to have engaged in harassment is subject to disciplinary action, including discharge where appropriate.

By my signature, I acknowledge that I have read and will abide by this Code of Ethics.